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Civil Engineer Career Program

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Chief, Civil Engineer Career
Program

DPKCE Vision

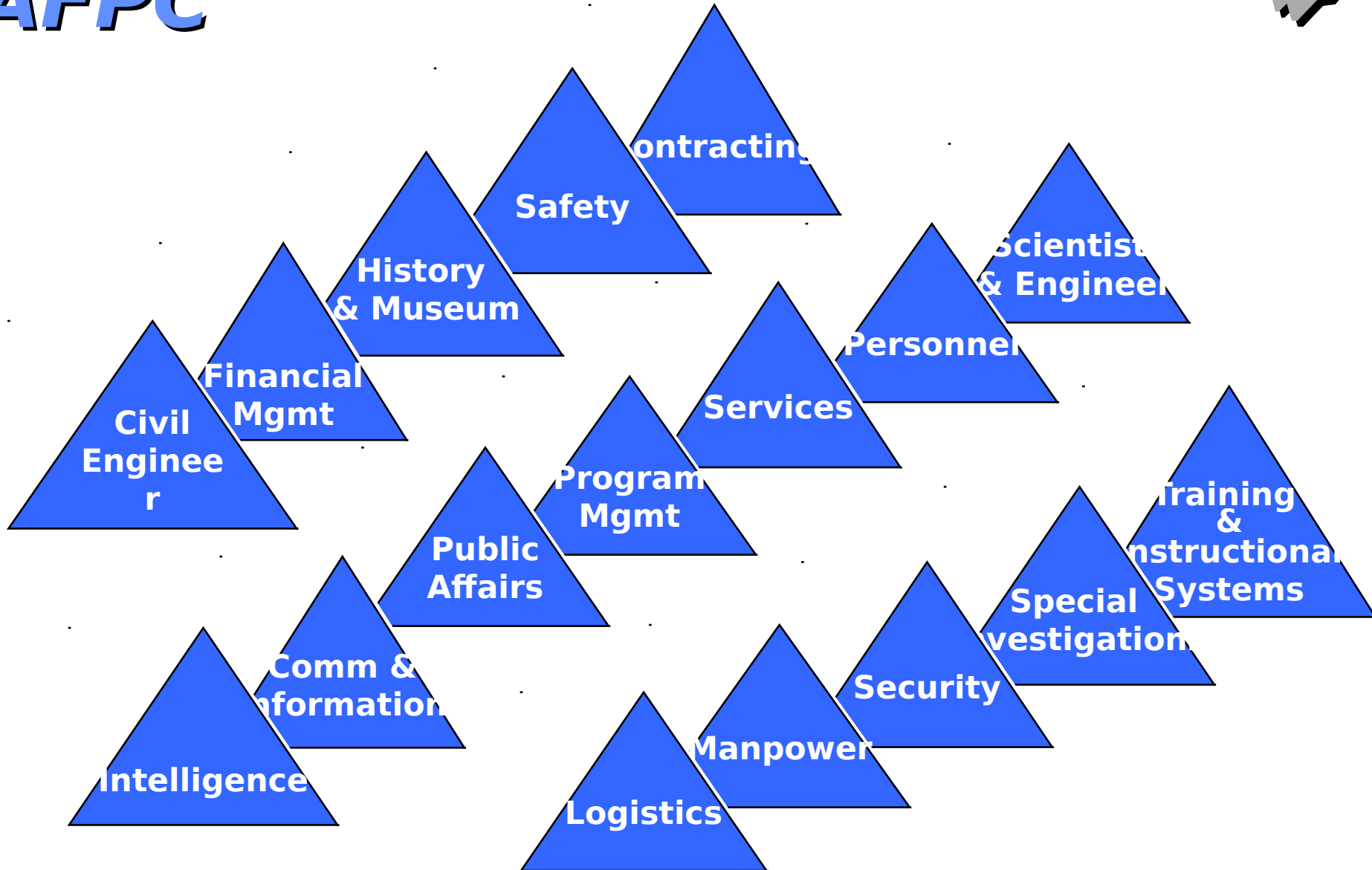
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Maintain a high-caliber group of Air
Force civilian civil engineer experts
that can lead the profession into
the 21st century.

Career Programs Today

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27 Processes Managed by CECF

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1. Recruiting Interns
2. Manages external recruitment
3. Manages intern priority placement prog
4. Provides tuition assistance
5. Provides long term training
6. Provides short term training
7. Provides career broadening opportunities
8. Processes waivers
9. Provides career counseling
10. Develops interns
11. Fills vacancies using referral certificates
12. Fills vacancies using mgt assignments
13. Fills vacancies with priority candidates
14. Creates and maintains promotion criteria / PEPs
15. Creates / maintains career paths / master devel plans
16. Monitors acquisition professional development
17. Manages covered positions
18. Plans for an Affirmative Employment Prog
19. Outplaces internal priorities
20. Administers Professional Credentials
21. Models workforce
22. Provides program assessment
23. Provides policy council / panel support
24. Communicates with employees and mgt
25. Prepares financial plan / training budget
26. Responds to disputes and inquiries
27. Conducts special studies

Other Career Program Activities

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- List Server
- Periodic Activity Report
- Job Announcements
- Liaison Program
- Encourage Interdisciplinary Positions
- Firm Declination Penalties
- Executive Accession Planning Initiative

Position Coverage

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- Positions Covered

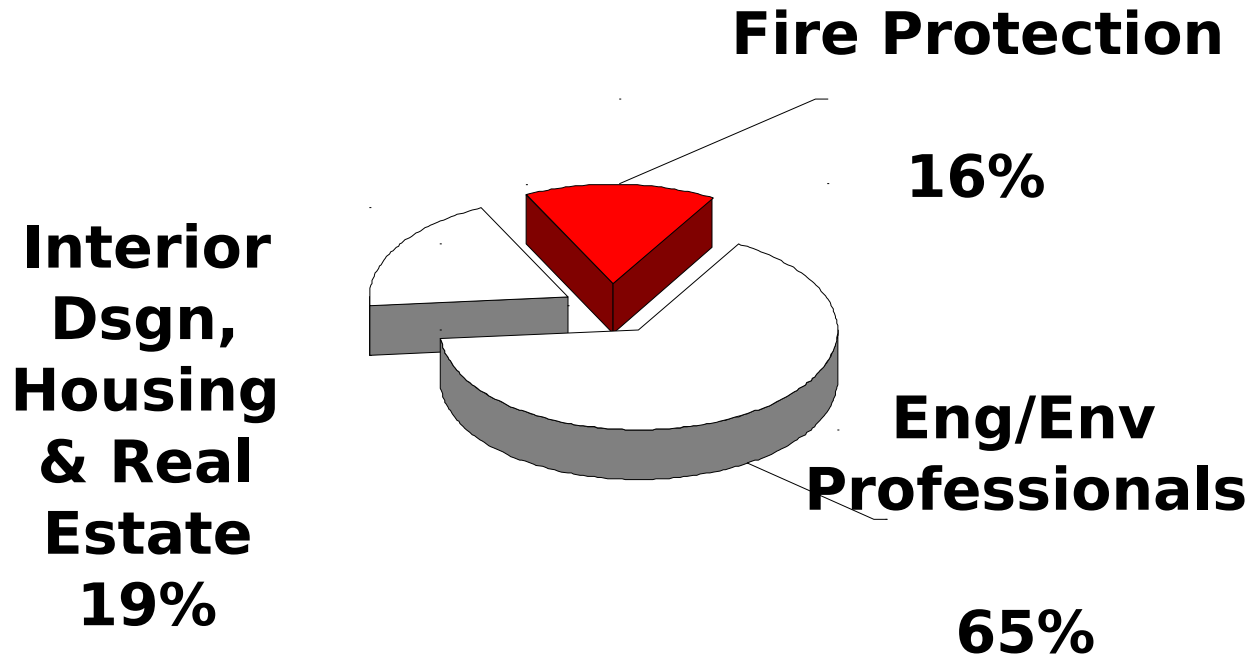
- Supervisory GS 12s
- All GS 13-15
- Except as noted for 0081, 1170, & 1173

- GS-0020 Community Plnr
- GS-0081 Fire Protection (GS-9 and above)
- GS-0301 CE Resources*
- GS-0401 Bio/Env Scientist
- GS-0801 General Engineer
- GS-0808 Architect
- GS-0810 Civil Engineer
- GS-0819 Env Engineer
- GS-0830 Mechanical Eng
- GS-0850 Electrical Eng
- GS-1008 Interior Designer
- GS-1170 Realty Specialist (GS-9 and above)
- GS-1173 Housing Spec (GS-9 and above)
- GS-1301 Phyl/Env Scien

* added in FY01

Career Program Demographics

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Challenges

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- Modern System
 - Resumix based process
 - Subscription service for vacancies
- Evolving Mission
 - Workforce Reductions
 - Privatization
 - A76

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Training

Tuition Assistance

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- Tuition Assistance (TA):
 - 1 May, 1 Jul, 1 Nov - 1556 deadlines for semesters
- TA not recommended during first year due to conflict with AFIT MGT 101
- Pay 100% for PAQs, 75% for Eligible Employees
 - PAQs not grandfathered at 100%
- Full-time Masters (Eligible Employees only)

Tuition Assistance

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■ Requirements

- Acceptance from College/University
- Approval of Degree & Course Schedule from DPKCE
- DD Form 1556 for Each Course
 - Must be approved prior to class start date
 - Include documentation from school showing course description and tuition cost
- Require at Least “B” Grade for payment

Technical Training

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- DPKCE Approved courses only
- DD Form 1556 - DPKCE funded
 - Must have course description, location, and cost documentation from vendor
- Submit DD 1556 30 days prior to class start date. The sooner the better.
 - Attach itemized travel cost estimate
- Upon approval, submit Travel Orders (1610)
- Never give vendor 1556 without DPKCE approval and fund cite
- ALL training dependent upon funds availability

PAQ Training Budget

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	(Obligated)	
(Requested)	<u>FY 02</u>	<u>FY 03</u>
Developmental Assignment	\$ 1,400	\$ 6,000
Mgt/Professional Development	112,036	
62,000		
Tuition Assistance	5,029	21,000
Technical Training		<u>56,498</u>
<u>94,000</u>		
Total	\$174,953	\$183,000



- Air and Space Basic Course
 - Basic PME - 4 Week “Orientation” Course
 - USAF Core Values & Core Competencies
- Squadron Officer School
(Recommend apply after PAQ graduation)
 - 7 Week “Grooming” Course
 - Value Unique Civilian Role
 - Improve Ability to Lead, Follow & Build Teams
 - Foundation for Critical Thinking about Air/Space Power
- Both courses Centrally Funded

Common Problems on DD Forms 1556 and 1610

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- Refer to samples in Appendix
- DD Form 1556
 - Full addresses and phone numbers
 - Education Level (Block 4)
 - Vendor Address and Phone # (Block 19.b.)
 - Training Dates (Block 23)
 - Course Short Title (Block 22.a.)
 - Travel and Per diem (Block 26)
 - Section D
 - Supervisor Name, Title, Signature (Block 32)
 - Authorizing Official and Training Officer are for DPKCE use

Common Problems on DD Forms 1556 and 1610

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- DD Form 1610
 - Purpose of TDY (Block 9)
 - Do not put “Attend PAQ Training.” Specify.
 - Include “MSN: Training Attendance”
 - Remarks (Block 16)
 - Must have sentence referring to and must list applicable items from Career Program Travel Order Back (in appendix)
 - Approving Official (Block 18)
 - DPKCE approves. Not the Supervisor.
 - Accounting Citation (Block 19)
 - Must list the four lines shown on sample
 - DPKCE inputs fund cite
 - Provide copy of paid voucher to DPKCE or risk future training and travel opportunities